

Command Council Meeting Minutes – January 29, 2004

Meeting Minutes
Command Trustee Council Meeting
January 29, 2004, 1pm – 4pm
Fog Signal Room at the Pt. Montara Light Station, Montara

1. Attendees

Charlene Hall	U.S. Fish and Wildlife Service (USFWS)- Primary Representative
Tom Suchanek	USFWS – Alternate Representative
Steve Hampton	Calif. Dept. of Fish and Game (CDFG) - Primary Representative
Jennifer Boyce	National Oceanic and Atmospheric Administration (NOAA) – Primary Representative
Carolyn Lown	Department of the Interior - Office of the Solicitor (DOI-SOL)
Joanne Kerbavaz	California Department of Parks and Recreation (Parks) – Alternate Representative
Sarah Mongano	California State Lands Commission (CSLC) – Primary Representative

2. Agenda. The agenda (attached) was reviewed and approved.

3. Meeting Minutes. Meeting minutes from December 9, 2003 were reviewed and approved.

4. Administrative Record. An updated administrative record has been posted to NOAA's website and the publicly accessible hard copy has been updated at NOAA's Gulf of the Farallones National Marine Sanctuary Headquarters. NOAA (J. Boyce for K. Bannon) has agreed to take on the responsibility of keeping the administrative record up to date and complete.

5. Changes in Council Representation. CSLC has designated Sarah Mongano as their primary representative and Mark Meier as their alternate representative.

6. Financial Update. **i) Financial Update.** As of December 9, 2003, the restoration account balance is \$4,051,486. To date, \$503,100 in interest has accrued and the Council has allocated \$420,000 to Council agencies to fund restoration planning activities. **ii) Cost Documentation.** Cost Documentation Committee continues to review cost documentation packages and within thirty days of this meeting will provide an update to the Council. **iii) Annual Budgets.** The Council reviewed and approved CSLC's proposed 2003/2004 annual budget to Council for \$28,407. Charlene Hall will draft a resolution to propose to disbursements of funds to CSLC. **iv) Investments.** Council discussed investment options and strategies for restoration moneys in the NRDAR fund. To assist in appropriating funds between investment accounts, Council members will submit 6 and 12 month budget estimates for each proposed project they may be overseeing. Charlene Hall will summarize all information and provide investment options to Council at the next meeting.

7. Restoration Plan. The Council discussed outreach efforts and comments received, to date, on the Draft Restoration Plan. The Council discussed timeline and process for publication of restoration plan. CSLC (Sarah Mongano) will submit in writing specific proposed edits to the working draft document directly into the Final Plan. All comments received will be summarized and responses will be developed for general groups of substantive comments. Final plans will be mailed to all proponents and postcards sent to everyone else on the mailing list.

8. Public Meeting. Council reviewed powerpoint presentation in preparation for the Public Meeting, and discussed logistics.

Command Council Meeting Minutes – January 29, 2004

9. Project Implementation. Council reviewed the Memorandum of Understanding for guidelines on how to implement projects. Council agreed that each agency will provide, on an annual basis; i) written work plans, ii) estimated costs and iii) schedules for each project they are overseeing. The Council will review and approve all work plans, cost estimates and schedules prior to the release of funds. Council agreed to provide annual reports (enlue of quarterly reports) to be provided November of each year (beginning November 2004).

9. Tasks and Next Meeting. Next meeting will be held February 17, 2004, from 10:00 am to 4:00 pm. at the USFWS's Sacramento Field Office.

Tasks carried forward from previous meetings:

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| i) | Review all cost documentation packages within thirty days and provide update to the Council. | Verue-Slater
Bannon
Lown |
| ii) | CSLC will submit specific suggestions for any changes to the working draft document for consideration into the Final Plan. | Mongano |

New Tasks:

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| i) | Council members will submit 6 and 12 month budget estimates for each proposed project they may be overseeing. | Hampton
Hall
Boyce
Mongano |
| ii) | Summarize proposed budget information and provide investment options to Council at the next meeting. | Hall |

Attachment A

AGENDA
Command Council Meeting
Fog Signal Room at the Pt. Montara Light Station, Montara
January 29, 2004, 1:00pm – 4:00 pm

1. REVIEW & APPROVE AGENDA
2. APPROVAL OF PAST MEETING MINUTES
12-9-3 Meeting
3. ADMINISTRATIVE RECORD
4. FINANCIAL UPDATE
Budgets
Cost Documentation Review
5. RESTORATION PLAN
Review Status / CSLC Comments
Outreach Efforts
Public Comments Received to Date
Publishing Schedule & Logistics
6. PUBLIC MEETING
Presentation
Logistics
7. PROPOSED-PROJECT UPDATES
Process for overseeing projects
Permitting, planning, reporting to council
Proposed budgets and logistics
8. REVIEW TASKS & NEXT MEETING